



Employment Development Department

1440 Marin St, Vallejo, CA 94590

Computer Classes are held Mondays & Wednesdays from 2:00 pm to 3:30 pm

New Participants who are not signed in CalJobs would be assisted by staff at 1:30-2:00

Room: LAB

Facilitator: Grace Imson, VAS-REC

Date	2017	Activities
Jan.08	Mon.	Hardware: Mouse, CPU, Hard drive, Monitor, Keyboard, USB, Starting the computer, The Wait Icon, Operating System, Desktop and its Icons, Recycle Bin, Browsers, Internet Search. What makes the computer Slow? Make computer work faster! Bring a Memory Stick for Next Meeting, bring your cellphone.
Jan. 10	Wed.	Create new Email/Gmail/Yahoo, Internet Safety, The cellphone, add your new email into your cellphone, sharing email addresses to friends, Email a picture from your cellphone, Download a file from internet. Bring a Memory Stick for Next Meeting.
Jan. 17	Wed.	Open Your email, Open an Attachment, Email Folders, Create New Folders, Compose/New, Subject Line, To/CC, The Message Body, Send, Reply to an Email, email a request for reference. Bring a Memory Stick for Next Meeting.
Jan.22	Mon.	Open Your email , Compose and Attach a link from the internet, Manage Messages, Move Messages, Delete messages, Computer Folders, Junk/Spam, Download a file from your email, Save a Downloaded File in an External Drive, Compose and Attach a Downloaded File, Delete Downloaded Files, Disk cleanup. Bring a Memory Stick for Next Meeting.
Jan.24	Wed.	Introduction MSWord, Create a New Doc, Save As / Save, File Types -Doc/PDF
Jan.29	Mon.	Open a Doc File, Edit a Doc File: copy/paste, drag/move, change Font, Margin, Alignment, Spacing, Tab, Page Layout, Header, Home/End Key, Letter format
Jan.31	Wed.	More MS Word/ Internet Research, Job search engines, Create your profile, Google, Bing, Yahoo, Indeed, Local Job Wall, EdJoin, Join the Unions, WilliamLea Tag
Feb.05	Mon.	Job Search, More MS Word - Copy/Paste on Doc File, Save, Attach/Send Email,
Feb.07	Wed.	Writing Resume, List of References, Job Search, Request a referral letter
Feb.12	Mon.	Introduction to MS Excel, Data Entry, Toolbar, Tabs, Page Layout, Margins, Alignments, Format Cells, Text Wrap, Text Merge, Shade cell, Format a cell
Feb.14	Wed.	MS Excel Auto Fill, Simple Formula Formula, Filter, Sort, Flash Fill
Feb.21	Wed.	Edit Resume/Cover Letter, Filling Up Online Application
Feb.26	Mon.	MS Excel Auto Fill, More Formula, Functions and Chart
Feb.28	Wed.	MS Excel Text Wrap,Text Merge, Shade Cell, Format Cell, Page Layout, Margins
Mar.05	Mon.	Introduction To PowerPoint, Create a Presentation
Mar.07	Wed.	MS Word Insert Text Box, Insert Shapes, Format Shape, insert picture
Mar.12	Mon.	Advance Topics on MS Word: Columns, insert math equations, Find/replace
Mar.14	Wed.	Preview, Print, choose a printer, printer properties, interview, follow-up Letter

COME JOIN **Free**

Computer Class

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To 3:30pm



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Facilitator: Grace Imson, EIT/PE-CE
Teacher, VCUSD- REC
Vallejo Adult School
436 Del Sur Street, Vallejo

